


<b>INVITATION TO BID</b>  STATE OF LOUISIANA DHH-MEDICAL VENDOR ADMIN DHH-OFFICE OF MANAGEMENT & FINANCE		BIDS WILL BE PUBLICLY OPENED:  <div style="font-size: 1.2em; font-weight: bold;">OCT 20, 2005      02:00 PM</div>  PURCHASING AGENCY NO. :    305PUR  <b>SEE NO. 8 BELOW. RETURN BID TO</b> <div style="text-align: right;">02:00 PM</div> <div style="display: flex; justify-content: space-between;"> <span>2203498</span> <span>10/20/05</span> </div> DHH-OFFICE OF MANAGEMENT & FINANCE CENTRAL PURCHASING OFFICE 1201 CAPITOL ACCESS, 5TH F PO BOX 1526 BATON ROUGE, LA 70821-1526  BUYER : DEBBIE WILLIAMS BUYER PHONE : (225) 342-7616 DATE ISSUED : 10/07/05 REQ. AGENCY : 326814      FOLD HERE--> <div style="text-align: center;">DHH-OFFICE OF PUBLIC HEALTH</div> AGENCY REQ. NO. : ISIS REQ. NO. : 1282025 VENDOR PHONE : FISCAL YEAR : 06 CLASS/SUBCLASS : 96172 SCHEDULED BEGIN DATE : 00/00/00 SCHEDULED END DATE : 00/00/00 T-NUMBER :
<div style="border: 1px solid black; padding: 5px;"> <p>=====&gt; VENDOR NO. :            SOLICITATION :    2203498            FILE NO. :            OPENING DATE :    10/20/05</p> </div>  <div style="border: 1px solid black; padding: 5px; min-height: 80px;"> <p>=====&gt; VENDOR NAME AND ADDRESS</p> </div>  <div style="text-align: center; font-weight: bold; font-size: 1.1em;">             FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.           </div>		

MEDICAL TRANSCRIPTION - CSHS - MONROE - ' 06

TO BE COMPLETED BY VENDOR		
1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE. 2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER. 3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. 4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED. 5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).		
INSTRUCTIONS TO BIDDERS		
1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS. 2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER. 3. THIS BID IS TO BE MANUALLY SIGNED IN INK. <span style="float: right;">FOLD HERE--&gt;</span> 4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. 5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____ . 6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____ 0% _____ OF BID. 7. DESIRED DELIVERY: _____ 010DAYS ARO 8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE. 9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION. 10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.		
VENDOR PHONE NUMBER: FAX NUMBER:	TITLE	DATE
SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3. (MUST BE SIGNED)		NAME OF BIDDER (TYPED OR PRINTED)

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
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<p>11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE: NA NA NA</p> <p>13. BID FORMS. ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED: A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND; B. BID FILLED OUT IN PENCIL; AND C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.</p> <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES . UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p>			

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<p>21. NEW PRODUCTS.          UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS.          UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION.          THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR.          FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY.          IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW.          ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS.          BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION.          ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY.          CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY.          IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <ol style="list-style-type: none"> <li>1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR</li> <li>2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR</li> <li>3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY.</li> </ol>			

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INSURANCE REQUIREMENTS:

CONTRACTOR SHALL PROCURE AND MAINTAIN FOR THE DURATION OF THE CONTRACT INSURANCE AGAINST CLAIMS FOR INJURIES TO PERSONS OR DAMAGES TO PROPERTY WHICH MAY ARISE FROM OR IN CONNECTION WITH THE PERFORMANCE OF THE WORK HEREUNDER BY THE CONTRACTOR, HIS AGENTS, REPRESENTATIVES, EMPLOYEES OR SUBCONTRACTORS. THE CONTRACTOR SHALL MAINTAIN LIMITS NO LESS THAN:

- 1) COMMERCIAL LIABILITY: \$500,000 COMBINED SINGLE LIMITS PER OCCURRENCE FOR BODILY INJURY, PERSONAL INJURY AND PROPERTY DAMAGE.
- 2) AUTO LIABILITY: PROOF MAY BE REQUIRED. THIS WILL DEPEND ON THE CONTRACT TYPE. MUST BE PROVIDED WITHIN 5 DAYS OF REQUEST.
- 3) WORKER'S COMPENSATION AND EMPLOYERS LIABILITY: WORKERS COMPENSATION LIMITS AS REQUIRED BY THE LABOR CODE OF THE STATE OF LOUISIANA AND EMPLOYERS LIABILITY COVERAGE. EXCEPTION: EMPLOYERS LIABILITY LIMIT IS \$500,000 WHEN WORK IS TO BE OVER WATER AND INVOLVES MARITIME EXPOSURE.

ADDITIONAL COVERAGE: IN ADDITION TO THE FOREGOING, CONTRACTOR SHALL PROVIDE \$.60 PER LB. IF APPLICABLE TO THE CONTRACT TYPE. THE AGENCY, ITS OFFICERS, OFFICIALS, EMPLOYEES, BOARDS AND COMMISSIONS AND VOLUNTEERS ARE TO BE ADDED AS "ADDITIONAL INSURED" AS RESPECTS LIABILITY ARISING OUT OF ACTIVITIES PERFORMED BY OR ON BEHALF OF THE CONTRACTOR; PRODUCTS AND COMPLETED OPERATIONS OF THE CONTRACTOR, PREMISES OWNED, OCCUPIED OR USED BY THE CONTRACTOR. THE COVERAGE SHALL CONTAIN NO SPECIAL LIMITATIONS ON THE SCOPE OF PROTECTION AFFORDED THE AGENCY, ITS OFFICERS, OFFICIALS, EMPLOYEES OR VOLUNTEERS.

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MEDICAL TRANSCRIPTION SERVICES:

VENDOR TO PROVIDE COMPREHENSIVE MEDICAL TRANSCRIPTION SERVICE TO THE AGENCY SPECIFIED IN THIS BID PROPOSAL IN ACCORDANCE WITH THE GENERAL REQUIREMENTS AND SPECIAL CONDITIONS AS DETAILED AND SPECIFIED HEREIN. SUCH SERVICES WILL INCLUDE: 1) TRANSCRIPTION OF PHYSICIAN CLINIC NOTES 2) TRANSCRIPTION OF AUDIOLOGICAL CLINIC NOTES; 3) TRANSCRIPTION OF LETTERS AND CORRESPONDENCE; AND 4) TRANSCRIPTION OF HANDWRITTEN STAFF NOTES.

PHYSICIAN CLINIC NOTES ARE TO BE TRANSCRIBED DIRECTLY FROM "DICTATION" PROVIDED ON A STANDARD SIZED CASSETTE TAPE AND TYPED ONTO TWO-PART (2 PART) 9 1/2" X 11" CONTINUOUS FORM PAPER TO BE SUPPLIED BY THE SUCCESSFUL VENDOR.

AUDIOLOGICAL CLINIC NOTES ARE TO BE TRANSCRIBED DIRECTLY FROM "DICTATION" PROVIDED ON A STANDARD SIZED CASSETTE TAPE AND TYPED ONTO TWO-PART (2 PART) 9 1/2" X 11" CONTINUOUS FORM PAPER TO BE SUPPLIED BY THE SUCCESSFUL VENDOR.

LETTERS AND CORRESPONDENCE ARE TO BE TRANSCRIBED DIRECTLY FROM "DICTATION" PROVIDED ON A STANDARD SIZED CASSETTE TAPE AND TYPED ONTO APPROPRIATE LETTERHEAD STATIONARY AND ENVELOPES PROVIDED BY THE AGENCY.

HANDWRITTEN STAFF NOTES ARE TO BE TRANSCRIBED DIRECTLY FROM "CLINIC FACE SHEETS" AND TYPED ONTO TWO-PART (2 PART) 9 1/2" X 11" CONTINUOUS

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<p>FORM PAPER TO BE SUPPLIED BY THE SUCCESSFUL VENDOR.</p> <p>SCOPE OF WORK:</p> <p>THE SUCCESSFUL VENDOR WILL BE REQUIRED TO PROVIDE THE ABOVE LISTED SERVICES FOR THE "ESTIMATED" NUMBER OF LINES AND LETTERS. THE AGENCY RESERVES THE RIGHT TO INCREASE OR DECREASE QUANTITIES AS NEEDED.</p> <p>GENERAL PROVISIONS AND REQUIREMENTS:</p> <p>UNLESS OTHERWISE SPECIFIED, THE SUCCESSFUL VENDOR WILL TRANSCRIBE THE PHYSICIAN CLINIC NOTES, AUDIOLOGICAL CLINIC NOTES, LETTERS AND CORRESPONDENCE DICTATED BY AGENCY PHYSICIANS, DENTISTS, AUDIOLOGISTS, AND OTHER MEDICAL STAFF FROM STANDARD SIZED CASSETTE TAPES FURNISHED BY THE AGENCY OR FROM HANDWRITTEN STAFF NOTES. THE AGENCY WILL SUPPLY LETTERHEAD STATIONERY AND ENVELOPES AND THE SUCCESSFUL VENDOR WILL SUPPLY THE 9 1/2 " X 11" FORM PAPER OR BOND PAPER REQUIRED TO PERFORM THESE TASKS. IF CONINUOUS FEED PAPER IS USED, THE SUCCESSFUL VENDOR WILL TEAR AND SEPARATE ALL PERFORATED ENDS FROM THE CONTINUOUS SHEETS AND REMOVE ALL CARBON PAPER BEFORE DELIVERY TO THE AGENCY.</p> <p>UNLESS OTHERWISE SPECIFIED, THE SUCCESSFUL VENDOR WILL PICK UP THE TRANSCRIPTION PACKAGES FROM THE ADDRESS SPECIFIED IN THE BID PROPOSAL. UPON COMPLETION OF THE ASSIGNMENTS, THE SUCCESSFUL VENDOR WILL DELIVER COMPLETED ASSIGNMENTS TO THE SAME ADDRESS. PICK-UP/DELIVERY WILL BE BETWEEN THE HOURS OF 8:00 AM AND 4:30 PM, EXCLUDING WEEKENDS AND STATE HOLIDAYS.</p> <p style="text-align: center;">OR</p> <p>THE AGENCY WILL MAIL THE TRANSCRIPTION PACKAGES DIRECTLY TO THE "SUCCESSFUL VENDOR" VIA FIRST CLASS MAIL FOR TRANSCRIPTION. UPON COMPLETION OF EACH ASSIGNMENT, THE SUCCESSFUL VENDOR WILL IN TURN MAIL VIA FIRST CLASS MAIL, THE COMPLETED ASSIGNMENTS TO THE AGENCY. POSTAGE CHARGES FOR MAILING THE COMPLETED ASSIGNMENTS WILL BE THE RESPONSIBILITY OF THE "SUCCESSFUL VENDOR".</p> <p>ALL TRANSCRIPTION REQUIREMENTS ARE TO BE COMPLETED AND RETURNED "NO LATER THAN FIVE (5) WORKING DAYS, EXCLUDING WEEKENDS AND STATE HOLIDAYS AFTER RECEIPT OF TRANSCRIPTION PACKAGE". IF FOR ANY UNFORSEEN REASON THERE IS A DELAY IN THE SUBMITTAL FOR PICK-UP, THE AGENCY MAY AUTHORIZE A LONGER TURNAROUND TIME. THIS REQUIREMENT SHALL ALSO APPLY TO TRANSCRIPTION PACKAGES THAT ARE DELIVERED VIA FIRST CLASS MAIL TO THE SUCCESSFUL VENDOR.</p> <p>UNLESS OTHERWISE SPECIFIED, A STANDARD LINE SHALL CONSIST OF 70 CHARACTERS (6 1/2" - 7" SPACING, ELITE TYPE, 12 CHARACTERS PER INCH). ANY LINE WHICH CONSISTS OF LESS THAN 15 CHARACTERS SHALL NOT BE COUNTED AS A LINE OR CALCULATED IN THE APPLICABLE CHARGES.</p> <p>UNLESS OTHERWISE SPECIFIED, LETTERS AND CORRESPONDENCE SHALL BE "CHARGED" AND "BILLED" PER PAGE, AND INCLUDE AN ADDRESSED ENVELOPE AND ONE (1) PHOTO FILE/CHART COPY. ADDITIONALLY, FOR LETTERS WHOSE TOTAL LINE COUNT IS TWENTY-FIVE (25) LINES OR MORE, THE "PER PAGE RATE" ONLY WILL BE PAID. LETTERS WHICH TOTAL LINE COUNT IS LESS THAN TWENTY-FIVE (25) LINES WILL REVERT TO THE "CHARGE PER LINE" AMOUNT.</p>			

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<p>UNLESS OTHERWISE SPECIFIED, ALL FORMAT REQUIREMENTS AND/OR SPECIAL INSTRUCTIONS FOR COMPLETION OF ASSIGNMENTS MUST BE ADHERED TO IN THE "TRANSCRIPTION" OF "DICTATION" AS WELL AS THE "TYPING OF STAFF NOTES AS DICTATED BY THE AGENCY. THIS SHALL INCLUDE, AS A MINIMUM, ACCURACY, NEATNESS, COMPLETION, FORMAT, AND TURNAROUND TIME. PAGE (2) OF THE 2-PART CONTINUOUS FROM MUST BE READABLE.</p> <p>UNLESS OTHERWISE SPECIFIED, ANY PAGE OF ANY DOCUMENT OR REPORT WHICH CONTAINS ERRORS THAT CHANGES THE CONTEXT OF THE DICTATION AND/OR GROSS TYPOGRAPHICAL ERRORS SHALL NOT BE SUBJECT TO PAYMENT FOR THAT PAGE. IN ADDITION, AT THE REQUEST OF THE AGENCY THE SUCCESSFUL VENDOR SHALL RETYPE, AT NO CHARGE, ANY TRANSCRIPTION WHICH DOES NOT MEET THE REQUIREMENTS OF THE AGENCY.</p> <p><b>SPECIAL CONDITIONS:</b></p> <p>IT SHALL BE DISTINCTLY UNDERSTOOD THAT INDIVIDUAL(S) INTERESTED IN SUBMITTING BIDS FOR THIS TRANSCRIPTION SERVICE MUST BE CERTIFIED BY THE AMERICAN ASSOCIATION OF MEDICAL TRANSCRIPTIONISTS (CMT) OR HAVE A MINIMUM OF ONE (1) YEAR EXPERIENCE IN MEDICAL TRANSCRIPTION IN AT LEAST FIVE (5) OF THE FOLLOWING MEDICAL SPECIALTIES.</p> <p>THE SUCCESSFUL VENDOR ALSO MUST HAVE SUITABLE EQUIPMENT AND POSSES THE ABILITY TO ADEQUATELY COMPLY WITH THE SPECIFICATIONS, AS PRESENTED. THIS REQUIREMENT SHALL INCLUDE, BUT NOT BE LIMITED TO, A DECLARATION BY THE VENDOR IN WHICH HE/SHE STATES THE ABILITY TO PROVIDE EXACTLY WHAT IS CALLED FOR IN THE FOLLOWING MEDICAL SPECIALTIES, AS A MINIMUM, AT THE PRICES QUOTED, AND WITHOUT EXCEPTION OR QUALIFICATION.</p> <table border="0"> <tr> <td>ORTHOPEDICS</td> <td>CONGENIAL ANOMALIES</td> <td>NEPHROLOGY</td> </tr> <tr> <td>MYELOYDYSPLASIA</td> <td>OPHTHALMOLOGY</td> <td>ARTHRITIS</td> </tr> <tr> <td>(SPINA BIFIDA)</td> <td>AUDIOLOGY</td> <td>OEDUATRUC NEUROLOGY</td> </tr> <tr> <td>CARDIOLOGY</td> <td>NEUROSURGERY</td> <td>OTOLOGY</td> </tr> <tr> <td>CLEFT LIP/PALATE</td> <td>SCOLIOSIS</td> <td>PEDIATRIC ORTHOPEDIC</td> </tr> <tr> <td>UROLOGY</td> <td>NEUROLOGY</td> <td>LEARNING DISABILITIES</td> </tr> <tr> <td>RHEUMATOLOGY</td> <td></td> <td></td> </tr> </table> <p>FAILURE TO COMPLY WITH THIS MANDATE MAY BE CONSIDERED SUFFICIENT CAUSE TO ELIMINATE YOUR BID FROM CONSIDERATION.</p> <p>IT SHALL BE DISTINCTLY UNDERSTOOD AND AGREED THAT THE SUCCESSFUL VENDOR SHALL NOT "SUB-CONTRACT" OR "ASSIGN" ANY PART OR PARTIAL OF THIS SERVICE TO ANY PERSON, COMPANY, OR ENTITY, WITHOUT THE EXPRESSED, WRITTEN CONSENT OF THE STATE, UNDER ANY CIRCUMSTANCES OR CONDITIONS, WHATSOEVER.</p> <p>UNLESS OTHERWISE SPECIFIED, THE SUCCESSFUL VENDOR SHALL AGREE NOT TO RELEASE OR OTHERWISE PROVIDE INFORMATION OBTAINED FROM TRANSCRIBED NOTES TO ANYONE OTHER THAN "AUTHORIZED" AGENCY.</p> <p><b>WORK COMPLETION INVOICING AND MONTHLY BILLING:</b></p> <p>UNLESS OTHERWISE SPECIFIED, THE SUCCESSFUL VENDOR SHALL PREPARE AND INCLUDE WITH THE COMPLETION AND RETURN OF EACH ASSIGNMENT, AN INVOICE WHICH WILL INCLUDE AS A MINIMUM, 1) THE CLINIC TITLE AND DATE; 2) THE NAME OF THE RESPONSIBLE PHYSICIAN OR AUDIOLOGIST CONDUCTING THE</p>				ORTHOPEDICS	CONGENIAL ANOMALIES	NEPHROLOGY	MYELOYDYSPLASIA	OPHTHALMOLOGY	ARTHRITIS	(SPINA BIFIDA)	AUDIOLOGY	OEDUATRUC NEUROLOGY	CARDIOLOGY	NEUROSURGERY	OTOLOGY	CLEFT LIP/PALATE	SCOLIOSIS	PEDIATRIC ORTHOPEDIC	UROLOGY	NEUROLOGY	LEARNING DISABILITIES	RHEUMATOLOGY		
ORTHOPEDICS	CONGENIAL ANOMALIES	NEPHROLOGY																						
MYELOYDYSPLASIA	OPHTHALMOLOGY	ARTHRITIS																						
(SPINA BIFIDA)	AUDIOLOGY	OEDUATRUC NEUROLOGY																						
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CLINIC; 3) TOTAL NUMBER OF LINES TRANSCRIBED; 4) TOTAL NUMBER OF LETTERS TRANSCRIBED; 5) COST PER LINE AND LETTER; AND 6) TOTAL CHARGES FOR COMPLETION OF THE ASSIGNMENT.

UNLESS OTHERWISE SPECIFIED, THE SUCCESSFUL VENDOR SHALL SUBMIT MONTHLY STATEMENTS TO THE AGENCY, AFTER THE FIRST DAY OF THE MONTH, FOR THE TOTAL AMOUNT OF CHARGES INCURRED DURING THE PRECEDING MONTH. MONTHLY STATEMENTS SHALL INCLUDE AND BE ITEMIZED FOR 1) PERIOD COVERED; 2) TOTAL NUMBER OF ASSIGNMENTS COMPLETED; 3) TOTAL NUMBER OF LINES TRANSCRIBED; 4) TOTAL NUMBER OF LETTERS TRANSCRIBED; 5) COST PER LINE AND/OR LETTER; AND 6) TOTAL CHARGES FOR THE MONTH.

UNLESS OTHERWISE SPECIFIED, THE STATE OF LOUISIANA, DEPARTMENT OF HEALTH AND HOSPITALS WILL MAKE PAYMENT BY "CHECK" TO THE SUCCESSFUL VENDOR ON A MONTHLY BASIS.

3 THE ABOVE QUANTITIES ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY THE STATE OF LOUISIANA TO INCREASE OR DECREASE THE AMOUNT, AT THE UNIT PRICE STATED IN THE BID.

4 AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.

5 PREFERENCE. IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

DO YOU CLAIM THIS PREFERENCE?    YES\_\_\_\_\_

SPECIFY LINE NUMBER (S) : \_\_\_\_\_

\_\_\_\_\_

SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED: \_\_\_\_\_

\_\_\_\_\_

(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)

DO YOU HAVE A LOUISIANA BUSINESS WORKFORCE?    YES\_\_\_\_\_    NO\_\_\_\_\_

IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA BUSINESS WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?

YES\_\_\_\_\_    NO\_\_\_\_\_

FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES. PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

6 CANCELLATION

SPECIAL TERMS & CONDITIONS		INVITATION TO BID	
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<div><div></div><div><p>THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.</p></div></div> <div><div></div><div><p>7 SUCCESSFUL VENDOR WILL BE REQUIRED TO SIGN THE HIPAA BUSINESS ASSOCIATE ADDENDUM TO PURCHASING CONTRACTS OR PURCHASE ORDERS. THIS ADDENDUM CAN BE VIEWED AT THE FOLLOWING WEBSITE: <a href="http://www.dhh.state.la.us/offices/publications.asp?id=103&amp;detail=643">HTTP://WWW.DHH.STATE.LA.US/OFFICES/PUBLICATIONS.ASP?ID=103&amp;DETAIL=643</a></p></div></div>			



PRICE SHEET		INVITATION TO BID			
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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	_____ _____ UNLESS SPECIFIED ELSEWHERE SHIP TO: DHH-OFFICE OF PUBLIC HEALTH CHILDREN'S SPECIAL HEALTH SERVICES ATTN: JOHANNA RENFRO 2915 BETIN STREET MONROE , LA 71201				
00001	COMMODITY CODE: 961-72-000000  MEDICAL TRANSCRIPTION SERVICES FOR OPH- CSHS- MONROE, FROM DATE OF AWARD THRU 6/30/06 IN ACCORDANCE WITH THE SPECIAL CONDITIONS, SPECIFICATIONS, AND TERMS ATTACHED. APPROXIMATELY 12,000 LINES PER MONTH TO BE TRANSCRIBED. THIS IS AN ESTIMATE ONLY AND WILL INCREASE OR DECREASE AS REQUIRED.  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	96000	LINE	_____	_____
00002	COMMODITY CODE: 961-72-000000  MEDICAL TRANSCRIPTION SERVICES FOR OPH- CSHS- MONROE, FROM DATE OF AWARD THRU 6/30/06 IN ACCORDANCE WITH THE SPECIAL CONDITIONS, SPECIFICATIONS, AND TERMS ATTACHED. APPROX. 1-2 LETTERS PER MONTH TO BE TRANSCRIBED. THIS QUANTITY IS AN ESTIMATE ONLY AND WILL INCREASE OR DECREASE AS REQUIRED. CONTACT PERSON @ FACILITY: JOHANNA RENFRO @ 318-361-7286.  SPECIFY BRAND (& NUMBER IF APPLICABLE) _____	20	EACH	_____	_____